

SAMPLE APPOINTMENT LETTER FOR  
**OPERATIONS SECURITY PROGRAM MANAGER/OFFICER**

[ORGANIZATION LETTERHEAD]

MEMORANDUM FOR RECORD {DATE}

FROM: {Appropriate Appointment Official}

SUBJECT: Operations Security (OPSEC) Program Manager/Officer Appointment Letter

1. The Individual(s) listed below is (are) appointed Operations Security Program Manager/Officer {and Alternate, respectively}. Appointee is responsible for developing and maintaining the {command or organization designation} OPSEC program and reporting status of the program to the {appropriate organization head} on an {quarterly, semi-annual, annual} basis. Alternate (if appointed) will perform the duties of the OPSEC Program Manager/Officer in {his, her} absence.

NAME	TITLE
JOHN /JANE DOE	OPSEC Program Manager/Officer (Primary)
JOHN /JANE DOE	OPSEC Program Manager/Officer (Alternate)

2. The OPSEC Program Manager/Officer / Alternate will brief and train assigned personnel during their in-processing period. In addition, all personnel will receive recurring training conducted on a {quarterly, semi-annual, annual} basis.
3. This letter supersedes all previous letters from this office, same subject.

Appointing Official (signature)

cc: Each individual / office with need to know